

**Administration Committee**  
**December 8, 2014**  
**Minutes**

**Committee members present:** Chairman David Hintz, Ted Cushing, Robb Jensen, Bob Mott and Sonny Paszak.

**Others present:** Mike Romportl (Land Information), Mary Bartelt (County Clerk), Kris Ostermann (Treasurer), Lynn Grube (ITS), Margie Sorenson (Finance), Jonathan Anderson (media) and Kerri Ison.

**Call to order:** Chairman David Hintz called the meeting to order at 9:30 a.m. in Committee Room #2 on the second floor of the Oneida County Courthouse. The meeting was properly posted and mailed in accordance with WI Open Meeting Law and the facility is handicap accessible.

**Approve agenda:** Motion by Cushing/Paszak to approve the amended agenda as presented. All ayes; motion carried.

**Approve minutes:** Mott indicated the word “meeting” should be added at the end of the paragraph “Request to repurpose Soil Map funds”. Motion Jensen/Mott to approve minutes as amended. All ayes; motion carried.

**Out of state/county travel:** None.

**Consider and approve the County Risk Manager’s recommendations concerning insurance requirements in various contracts:**

- Geographic Information Systems (contract to update GIS software (Phase 2 of project): Wiensch reviewed insurance requirements noting coverage amounts meet and/or exceed County requirements. Motion by Paszak/Mott to approve the insurance limits as recommended by the Risk Manager. All ayes; motion carried.

**Vouchers, reports, purchase orders and line item transfers:**

County Clerk:

- Discussion was held regarding copy costs, copy machine vendors and centralizing equipment contracts. Motion by Cushing/Paszak to approve the County Clerk’s bills as presented. All ayes; motion carried.
- Discussion was held regarding items in the long range plan. Motion by Jensen/Paszak to accept the 2015 long range plan for the County Clerk.

Treasurer:

- Motion by Jensen/Cushing to accept the statements of cash for the periods ending 10/31/14 and 11/30/14 as presented. All ayes; motion carried.
- Motion by Cushing/Mott to approve the Treasurer’s bills as presented. All ayes; motion carried.

ITS:

- Motion by Cushing/Jensen to approve the ITS vouchers as presented. All ayes; motion carried.
- Grube reviewed the Department's long range plan in detail noting staff reviews plan and reports significant changes on a weekly basis. Lengthy discussion followed. Motion by Jensen/Mott to accept the ITS goals for 2015. All ayes; motion carried.
- I-pads/tablets tabled to a future meeting.

**Highway Facility Evaluation (HFE) update:** Hintz noted four proposals were presented to the HFE Committee last week regarding the evaluation/update of the existing Highway facility and conceptual plan for a new facility. The HFE Committee recommends accepting the proposal from Barrientos Design and Consulting which details tasks and deliverables. Motions were made in closed session and announced in open session to accept offer from Barrientos Design and Consulting to contract for said study in the amount of \$12,720. It was also recommended to spend up to an additional \$7,000 for additional evaluation items if needed (geophysical study of potential new site, etc.).

Motion by Paszak/Jensen to accept the Barrientos Design and Consulting proposal at a cost of \$12,720 and proceed with the study. Mott voiced concern over price difference with Venture. Lengthy discussion followed. Roll call vote: Cushing-aye; Jensen-aye; Mott-aye; Paszak-aye; Hintz-aye. Motion carried.

Motion by Jensen/Paszak to spend up to an additional \$7,000 (as needed) for additional items to complete the study. Roll call vote: Cushing-aye; Jensen-aye; Mott-aye; Paszak-aye; Hintz-aye. Motion carried.

Lengthy discussion followed regarding deadlines for HFE Committee, Kwik Trip offer to purchase, etc. It was felt an extension may be needed to respond to the offer to purchase but that must be approved by the County Board. The Administration Committee felt a special County Board meeting should be held on 12/16/14 at 9:30 a.m. to discuss HFE Committee recommendations.

Motion by Hintz/Paszak to forward motions on to County Board in resolution format for the 12/16/14 County Board meeting. All ayes; motion carried.

Paszak excused at 10:55 a.m.

**Vouchers, reports, purchase orders and line item transfers (con't.):**

Finance:

- Motion by Hintz/Jensen to approve purchase orders/vouchers for the Finance Department. All ayes; motion carried.

- Motion by Mott/Cushing to approve line item transfers for Highway-Facility Evaluation, UW-Extension, Department on Aging, Social Services, Sheriff's Department and ITS as presented. All ayes; motion carried.
- Discussion followed regarding the general investment summary. Motion by Cushing/Hintz to receive the general investment summary for the period ending 10/31/14. All ayes; motion carried.
- Lengthy discussion was held regarding the Finance long range plan for 2015. Motion by Jensen/Cushing to approve the 2015 long range plan for the Finance Department. All ayes; motion carried. Lengthy discussion followed regarding need to update the long range plan template for consistency and measurable goals.

**2015 budget:** Sorenson noted the estimates for 2014 interest income and sales tax will be met. Discussion followed.

**Safety program:** No update at this time. Mott requested Charbarneau attend next meeting to discuss accident reporting procedures.

**Public comment/communications:** None.

**Items to be included on next agenda:**

- Coordination of electronic device purchases, I-pads/tablets for County Board Supervisors, Safety Program, long-range plan process.
- The next meeting will be held on 1/5/15 at 9:30 a.m.

**Adjournment:** Motion by Jensen/Cushing to adjourn at 11:50 a.m. All ayes; motion carried.

Respectfully submitted,

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Kerri Ison, Recording Secretary

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David Hintz, Chair